



RECRUITMENT ANNOUNCEMENT

Preschool Coordinator (Part-Time) Recreation Department

\$16.00 - 18.00/hour

Posting Date
June 14, 2015

Closing Date
Open Until Filled

The Preschool Coordinator is a key member of a team that works together to support the mission and values of the Rainbow Preschool. The Coordinator should be committed to sustaining a high-quality child care program that values partnerships between families and staff. We strive to create an open and honest working environment that inspires professionalism and rewards creative and innovative teaching.

Job Duties (including but not limited to):

Educational Program: Provide expert advice in preschool programming. Regularly attends training/conferences to keep abreast on current development in area of expertise.

Family Partnership: Respond promptly and appropriately to parent concerns, involving teachers, administrators, or families.

Staffing: Hire, train, mentor and supervise staff. This specifically includes:

- Manage daily preschool activities.
- Recruiting and interviewing prospective employees.
- Providing orientation for new staff members.
- Ensuring efficient scheduling to maintain required staff: child ratios.
- Provide ongoing mentoring and coaching to preschool classroom staff through spending time in classrooms to introduce and support new ideas and strategies.
- Work with preschool classroom staff on understanding and implementing documentation as part of their curriculum.
- Scheduling and documenting regular staff meetings and state required in-service trainings.
- Arrange and oversee tours and marketing.
- Ensure full compliance with state licensing and safety regulations.
- Assist in other duties as needed.

Record Keeping: Maintain personnel files and professional development records of staff.

Budget Oversight: Participate in creating the annual budget for the preschool program and monitor expenses.

Supply Requisitions: Order equipment and supplies needed for successful implementation of programs and to meet safety and accreditation standards.

Requirements

- Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude.
- Must be able to manage confidential information.
- Able to lift and carry up to 25 pounds.
- Must pass background check and physical examination including drug screen.
- Must meet one of the following qualifications of an Early Childhood Program Director per State of Michigan Licensing Rules:

Education	Coursework in Early Childhood Education or Child Development	Hours of Experience
Bachelors degree or higher in early childhood education or child development		
Bachelor Degree or higher in a child-related field including	18 semester hours and	480 hours
Associate Degree in early childhood education or child development including	18 semester hours and	480 hours
Montessori Credential with	18 semester hours and	960 hours
Valid child development associate credential with	18 semester hours and	960 hours
Sixty semester hours with	18 semester hours and	1,920 hours

Hours

School Year (September – June), Monday – Friday; 8:00AM-3:30PM. *Limited summer hours.*

Apply

Applications are available at www.troymi.gov/jobopenings, send completed applications to ParksandRecOnline@troymi.gov or turn into the Troy Community Center at 3179 Livernois, Troy, MI 48083. For additional details contact (248)524-3484.

Applicants must submit proof of degree and/or official transcript showing degree, credential or hours verifying educational attainment with application. Your application is part of the review process; be sure it is complete. You may attach a resume however, all information requested on the application form must be completed.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Troy does not discriminate against persons with disabilities in employment or the provision of services. If you have a disability and may need accommodation in order to participate in this process, please contact the Human Resources Department at least two (2) working days in advance of the date needed. An attempt will be made to make reasonable accommodation.